

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

STEP 1 Click on Reports on the CM/ECF Main Menu. (See Figure 1.)

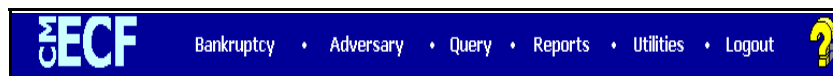


Figure 1

STEP 2 The **REPORTS** screen will then be displayed. (See Figure 2.)



Figure 2

◆ Select the Claims Register hyperlink.

STEP 3 The PACER login screen will then be displayed (See Figure 3.)

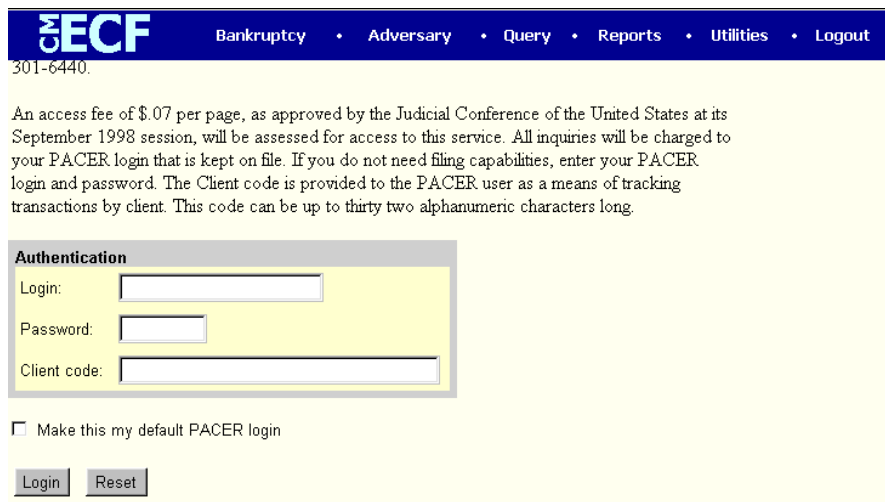
A screenshot of the PACER login screen. The top navigation bar is identical to Figure 1. Below the bar, the text "301-6440." is displayed. A paragraph of text follows: "An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long." Below this text is a section titled "Authentication" with three input fields: "Login:", "Password:", and "Client code:". Below the input fields is a checkbox labeled "Make this my default PACER login". At the bottom of the authentication section are two buttons: "Login" and "Reset".

Figure 3

- ◆ This screen will appear each time you request a report or query within PACER.
- ◆ After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

STEP 4 The **Claims Register** information screen displays next.
(See Figure 4.)

The screenshot shows the ECF Claims Register web form. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title 'Claims Register'. The form contains several input fields and dropdown menus: 'Case number' with the value '02-70003'; 'Creditor type' with a dropdown menu showing 'Creditor' and 'Administrative'; 'Creditor number' with an empty text box; 'Creditor name' with an empty text box; 'Claim number' with a range selector (empty to empty); 'Filed' and 'Entered' radio buttons with date range selectors (8/1/2002 to 8/5/2002); 'Sort by' with dropdown menus for 'Claim Number' and 'Filed Date'; and two buttons at the bottom: 'Run Report' and 'Clear'.

Figure 4

- ◆ Claim Register information can be requested by and limited by:
 - Case Number, (a required field)
 - Creditor Type,
 - Creditor Number,
 - Creditor Name,
 - Claim Number or Number Range,
 - Filed or Entered Date or Date Range.
- ◆ To view all claims activity for a case, enter only the case number.
- ◆ Claims can be sorted by
 - Case Number,
 - Claim Number,
 - Creditor Name,
 - Filed Date,
 - Office,
 - Terminal Digit.

You can specify both a primary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

- ◆ After entering or selecting the desired criteria, click **[Run Report]** to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The **Claims Register** screen is displayed. (See Figure 5.)


 Bankruptcy • Adversary • Query • Reports • Utilities • Logout		
Northern District of Indiana (Test Database) Claims Register 02-70003 Sam Miner and Mary Miner Judge Harry C. Dees, Jr. Debtor Name: MINER, SAM		
Claim No: 1	Creditor Name: General Finance Corporation 333 Main Street South Bend, IN 46601	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 07/22/2002	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unsecured	\$100.00	
Total	\$100.00	
Description:		
Remarks: (n/a)		

Figure 5

- ◆ Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.
 - Last Date to File Claims Claims bar date set at the §341 Meeting setting or trustee's asset notice.
 - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
 - Filing Status Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.

- Docket Status Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.

- Late Yes or No flag signifying when received according to the claims bar date.

- ◆ This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.

- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims. (See Figure 6.)

ECF		
Bankruptcy • Adversary • Query • Reports • Utilities • Logout		
Claims Register Summary		
Case Name: Sam Miner and Mary Miner		
Case Number: 2002-70003		
Chapter: 13		
Date Filed: 06/01/2002		
Total Number Of Claims: 3		
	Total Amount Claimed	Total Amount Allowed
Unsecured	\$300.00	
Secured		
Priority		
Unknown		
Administrative		
Total	\$300.00	

Figure 6

- STEP 6** To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.